

Norwood Township Board of Trustees Meeting  
April 19, 2021 Approved Meeting Minutes  
Meeting Held via Zoom per COVID-19 Restrictions

**Call to Order** – Meeting called to order at 7:00 P.M.

**Pledge of Allegiance** – by all present

**Roll Call** – Smolenyak-present, Warner-present, Mike Spilis-present, Freds-present. All Trustees present from their Norwood Township homes.

**Approval of Agenda** – MM by Warner to approve Agenda. Smolenyak asked to add the April 16, 2021 Special Meeting to Approval of Minutes under the Agenda. MM by Warner to approve amended Agenda, 2<sup>nd</sup> by Freds. Roll call vote: Warner-aye, Spilis-aye, Smolenyak-aye, Freds-aye. Motion carried to approve 4-0.

**Agenda Public Comments** - None

**Approval of Previous Meeting Minutes** –

MM by Warner to approve March 15, 2021 Board Meeting Minutes, 2<sup>nd</sup> by Freds. Roll call vote: Warner-aye, Spilis-aye, Smolenyak-aye, Freds-aye. Motion carried to approve 4-0

MM by Warner to approve April 16, 2021 Special Board Meeting Minutes, 2<sup>nd</sup> by Freds. Roll call vote: Freds-aye, Smolenyak-aye, Warner-aye, Spilis-aye. Motion carried to approve 4-0.

**Supervisor’s Report** – None

**Treasurer’s Report** –

|                                  |  |                               |
|----------------------------------|--|-------------------------------|
| Fund Balances: as of 03/31/2021: | General:                                   | \$ 92,978.81 (Chx State Bank) |
|                                  | Vanguard:                                  | 200,368.58                    |
|                                  | Total:                                     | 293,347.39                    |
|                                  | Road:                                      | 91,760.49                     |
|                                  | Emergency:                                 | 83,410.67                     |
|                                  | Phragmites:                                | 8,267.02                      |
|                                  | (includes \$1,405 for Frank Hamilton fund) |                               |
|                                  | Tax Fund:                                  | 13,923.74                     |

Smolenyak reported on the following:

-Received delinquent tax payments which was \$2,300.00 for each account including General fund, Road fund and Emergency fund.

-Paid IFT payments to state which equaled \$11,035.00.

-Three current IFT Certificates which include three for Mantei and one for AM Manufacturing.

- Has had interaction with the D.N.R. regarding complaints about vehicles being on beach(s)
- Distributed to Trustees samples of Rental Facilities comparison received from Trevor Dotson of Charlevoix Historical Society, in regards to renting out the Norwood Township Hall.
- Discussed that the Charlevoix Library Annual Report has been completed and encouraged Trustees to review this and stated the Library is back to full service and has some major projects coming up since the Library has been operating for 14 years now.
- Attended EMS Meetings regarding the new Lake Charlevoix Emergency Management System Authority and will discuss later in meeting.
- Attending upcoming M.T.A. Annual Conference that is being held virtually

**Clerk’s Report –**

Preapproved: \$ 168.00 (GLE)  
 Unapproved: \$ 45,461.46  
 Totals: \$ 45,629.46

Freds stated the majority of the unapproved bills was for the annual loan payment to the County for the Road Improvement loan and this is the final payment. Freds also stated the Check Register reflects the total balance of the General Fund and the Vanguard Fund.

**MM by Warner to approve the Clerk’s report, 2<sup>nd</sup> by Spilis. Roll call vote: Spilis-aye, Smolenyak-aye, Warner-aye, Freds-aye. Motion carried to approve 4-0.**

**Trustee’s Report –**

Warner reported on the following:

- April 12, 2021 Planning Commission Meeting and stated the Camping Ordinance is now with the Attorney to review and then will be returned to PC Members to review at the May 10, 2021 PC Meeting and at that time a Public Hearing will be set.
- Warner also reported that there has not been much response to the Master Plan Survey so Chairman Kolka along with help from Deputy Clerk Jones will send out post cards to let Township Residents know about the survey that is on the Township Website.
- Warner reported that Trevor Dotson is now heading up the Parks and Recreation Committee and is working on addressing the items that previous Supervisor Ridenour had passed on to the PC.

Spilis reported on the following:

- The M.T.A. newsletter from last month issued a reminder of legal Firework dates and times. They are as follows:
- Spilis stated he had received calls regarding the Township Trash pick up
- Spilis also stated he received a call from a Norwood Township resident from the southern portion of Clipperview that witnessed two vehicles on beach from Fisherman’s Island. They called the DNR but was not able to get through so they called 911 and spoke with the local law enforcement. They in turn gave the violators a warning.

**Zoning Administrator’s Report**-ZA report is on-line.

**Old Business –**

Charlevoix Township/Banks Township Fire Services Contract

Discussion that the Banks Township Fire Contract was signed in 2017 and is set up to renew every two years so it will renew again at the end of June 2021. Charlevoix Township Fire Contract was also signed in 2017 and is set up to renew every two years so it will also renew again at the end of June 2021. Freds stated the amounts of the contract are a set amount but may be subject to an inflation rate multiplier. All Trustees stated they have been happy with the Fire Service from both Banks and Charlevoix Townships.

**MM by Warner to auto renew the Fire Contracts for both Banks and Charlevoix Townships for the 2021-2023 budget years, 2<sup>nd</sup> by Freds. Roll call vote: Smolenyak-aye, Warner-aye, Spilis-aye, Freds-aye. Motion carried to approve 4-0**

#### EMS Status-Status Report

Bill Gnodtke, Norwood Township Representative to the Lake Charlevoix Emergency Management System Authority (LCEMS), stated he attended the April 17, 2021 meeting for the purpose of setting millage daft language for the County Clerk. This needs to be completed in order to put on August ballot. The new Authority will levy 2.0 mils but since Norwood Township is a contracted entity Norwood must put on their own ballot to request 1.5 mils. There will be a meeting on April 20, 2021 at 5:00pm at the Charlevoix Township Hall to review language drawn up by the LCEMSA Attorney. Norwood will levy their own mils then pay Authority. Gnodtke stated he will forward this information to the Clerk after the meeting.

Warner asked Gnodtke where the funding is going to come from for the new buildings. Gnodtke said the Authority will establish a substation at the Cherry Pie tin on the south side of Charlevoix and another substation will be at the Hayes Township Hall. This will decrease response time to the applicable Townships. The buildings have not been figured into the budget yet.

Spilis recommended the Trustees to walk through the proposal and read the whole document which had a lot of very interesting information.

Smolenyak stated a great job was done on the operation plan that was created.

Further discussion by Trustees on the agreement with the Authority and that there needs to be a millage proposal for 1.5 mils over a five year period which would match with the Authority ballot. Discussion on Termination clause and whether it would be two months or six months.

#### Millage Ballot Proposal Language

Discussion that Township ballot language must be same as LCEMSA. Reviewed language for EMS proposal and wait to see what Authority draws up. Further discussion that the Fire millage will be .75 mils and the EMS millage will be 1.5 mils to a total of 2.25 mils will need to be asked for. Township will adopt what Authority does.

Township Board proposed a Special Meeting for Friday April 23, 2021 at 5:00pm via Zoom to approve ballot language since they will have the language from the Authority from the April 20, 2021 meeting.

#### New Township Hall-Status Report David Ridenour

Here is the Building New Township Hall status as of Friday 4.16.21

Morton's

1. Morton's crew Brad started April 14<sup>th</sup> to do the ceiling and studding in of the walls this will be complete midweek next week April 21<sup>st</sup>. Parking lot will be all cleaned up and cleared. The only thing then remaining will be the paneling. The paneling well be brought inside so nothing remaining in the parking lot

2. Plumbing, Electrical and heating contractors are all scheduled for next week (week of April 19<sup>th</sup>) After studs are constructed will be able to do the rough plumbing and electrical and furnace installed all should be completed 2 day time frame for each contractor. This should all be done within the next couple of weeks.
3. I have applied for the Phone and Internet service thru GLE submitted all sketches and paper work submitted March 25<sup>th</sup>

Performance Engineer's

1. Well drilling schedule for next week (frost laws were removed last week) Septic scheduled for the following week. After septic / Well can do the final grade
2. Need load schedule from electrical / Morton's Power load. This info required for GLE to schedule power to the building. I will send separate Email to Morton's to see when we can get this info so GLE can schedule the power to the building.
3. Cement discussed with Aaron @ Performance Engineer's. Before proceeding would like to discuss cement parking in front of the entire building vs what is detailed on the drawings as just having two spots of handicap parking and also adding a 4 x 8 pad (approx. size?) for park bench for memorial Frank Hamilton. This cost would come from the Frank Hamilton memorial fund. Two pads in front of the side and rear door is already factored in the proposal

Spilis stated he feels a committee should be formed to figure out rentals and cleaning of new township hall. The committee should possibly include Trevor Dotson from the PC who is also in charge of rentals for the Charlevoix Train Depot and a member of the Planning Commission. After discussion it was decided to wait until 2022 to start any rental program.

Boss Lawn & Landscape Estimate

Trustees reviewed proposed estimate for lawn maintenance for Township properties.

**Fall Clean Up:**

Includes cleaning up all leaves and other debris, edging walkways and driveway.

**Removal:**

Leaves, sticks, & other debris from the property

Seasonal Mowing \$50 per hr

Brush cut down bank at Norwood township park \$500

labor rates for additional work is billed at \$50 per man hour

Please sign and return by April 1st 2021

**MM by Warner to accept bid from Boss Lawn & Landscape as stated in their estimate, 2<sup>nd</sup> by Spilis. Roll call vote: Smolenyak-aye, Warner-aye, Spilis-aye, Freds-aye. Motion carried to approve 4-0.**

**New Business –**

Wagner Rezoning

The Charlevoix County Planning Commission reviewed the Wagner rezoning after it was approved by the Norwood Township Planning Commission and the County PC suggested denying the rezoning as they felt it was a risk to the Master Plan. Warner stated he requests the Township Board approve the rezoning as the land will not perk so it should be changed to Agriculture land. Smolenyak said the County PC has the right in pointing out the risks of the Master Plan and suggest the PC rectify the Master Plan. Spilis agrees this should be rezoned and does not think the Master Plan should be changed. There was further discussion on the "ink blot of the Village but if the proposed rezoned land will not perk then it should not be Rural Residential.

**MM by Freds to approve the Wagner Rezoning as proposed, 2<sup>nd</sup> by Smolenyak. Roll call vote: Smolenyak-aye, Warner-aye, Freds-aye, Spilis-aye. Motion carried to approve 4-0**

Freds will publish the approval for fifteen days and after the eighth day the rezoning will be adopted. The PC will need to update this on the Master Plan Map and Township Zoning Map.

#### Norwood Household Waste Pick up costs and options

Freds stated the quote she received from American Waste which would be \$58/compacted yard if Park & Pack option. \$175/hour + \$35/compacted yard for curbside pick up. The cost in 2019 was \$12,390 for curbside. The estimates received for this year would be \$13,037 for curbside or \$12,180 for Park & Pack. Deputy Clerk Jones stated she had received several calls, texts and messages regarding the township trash pick-up and several residents would like it to take place and felt it needed to take place. Spilis stated he researched eight other Township pick-ups and they were all less expensive than the quote received from Waste Management. Spilis also felt that due to the Road Construction on US 31, Norwood Road and Gennett Road coming up it would be difficult for a curbside pick up or for residents to get trash to a park and pack location. Trustees discussed and decided to delay pick-up until 2022 and to research more affordable options.

#### Township Park

Township had a meeting with contractor from Earthworks to block off traffic from entering beach on both north and south ends of park. One load of stone will suffice and kayaks would still be able to access beach as well as wheelchairs. One stone would be a decorative stone for the Frank Hamilton memorial. The quote was for \$2,500 for one load. Warner talked to sign maker regarding signs for boundaries and additional park rule signs. He also mentioned the ordinance number will also be included on the signs. Warner said the signs will cost approximately \$1,000.00.

**MM by Warner to accept bid from Earthworks to place stones at Township Beach to control vehicular traffic, 2<sup>nd</sup> by Spilis. Roll call vote: Smolenyak-aye, Warner-aye, Spilis-aye, Freds-aye. Motion carried to approve 4-0.**

**MM by Warner to approve putting in Rock for Frank Hamilton Memorial and funds from the Memorial fund will cover this cost, 2<sup>nd</sup> by Smolenyak. Roll call vote: Warner-aye, Spilis-aye, Smolenyak-aye, Freds-aye. Motion carried to approve 4-0/**

Further discussion to add “Call 911 for violators” as well as “Trash must be removed from park”. Warner will get final wording from Cal (sign maker) and present to Board.

#### Supervisor Vacancy

Township had 45 days to fill vacancy after Supervisor Ridenour’s resignation on March 31, 2021. Clerk sent out a vacancy notice to residents on the email list with no response. Notice was also on Township web site with not response. There was one interested person that came forward and that was Norwood Township resident Ben Freds. Ben was present for meeting and noted his interest in the Supervisor position and gave a brief description of his background stating his currently a State of Michigan Employee and has lived in Norwood for eleven years. It was noted that Mr. Freds is husband of Clerk Freds and that research has shown that it is legal, legitimate and without precedent to have two people from same household serve on the Township Board. Township Board decided to include the Supervisor position interview at the April 23, 2021 Special Meeting and asked Mr. Freds to please attend.

### Roads-Status

Bill Gnodtke stated he has been in discussions with Jim Vannick from the Charlevoix County Road Commission and on April 12, 2021 the CCRC opened bids for the work on Norwood Road and Gennett Road. Elmers Excavating won the bid to do the work and these funds will come from the County Road Millage fund. Gnodtke also stated that Norwood Rd will be widened to 28'. Discussion that the Township could borrow another \$150,000.00 from the County delinquent tax fund to do work on Beatty and Warner Roads. Warner Road work must also be agreed upon by Marion Township since they share Warner Road with Norwood Township so it was discussed to put the money that is available into Beatty. Further discussion will take place at a future meeting.

### Carpet & Flooring Estimates for New Township Hall

Smolenyak stated she received estimates from Harbor Flooring and Bartlett's Home Interior for carpet and vinyl flooring for new Township Hall. The cost is included in the overall budget of the building. Bartlett's Interior had the lower bid and guaranteed the price of the estimate. It was also noted by all Trustees that they would like to keep the business local as many have had good experience with Bartlett's.

**MM by Warner to accept preliminary bid from Bartlett's Home Interiors for carpet and vinyl flooring, 2<sup>nd</sup> by Freds. Roll call vote: Spilis-aye, Warner-aye, Smolenyak-aye, Freds-aye. Motion carried to approve 4-0.**

Further discussion on cement in front of building and further research to help preserve the current Township Hall. Discussion will be put on Agenda for May 17, 2021 Township Board Meeting.

### **Announcements & Correspondence –**

**Next Township Board Meeting will be May 17, 2021. It will be posted on the web site whether meeting will be held electronically, at the Township Hall or the Historical Society Schoolhouse.**

### **Public Comment – None**

Further discussion by Trustees:

- Special Meeting scheduled for Friday April 23, 2021 at 5:00pm via Zoom regarding Ballot language and Supervisor interview and hiring.
- Clerk Freds will publish approval of Wagner Rezoning
- Spilis stated that Doug Herzog was on the Zoom meeting but left the meeting and he was the resident that wanted to discuss the traffic on the beach from Fisherman's Island. Spilis stated the police were contacted and are now involved and will give warnings and tickets when warranted. Smolenyak stated she will call Nate Gillman about keeping the gate closed.
- Gnodtke stated there have also been some issues of horses being ridden on the beach and leaving waste behind and this could also be an issue with beach goers and residents.

**Meeting Adjourned at 9:17 p.m.**

Submitted by Shari M. Jones, Recording Secretary